

RESIDENTIAL CONSTRUCTION (TAB)

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Residential Construction

Introduction and Permit Categories

Most residential plan reviews follow the standard plan review process. The following provides a description of the standard time that it takes to initially review a plan. However, this time frame may vary depending on the complexity of the project. Your project will be Residential Plan (RP) or miscellaneous residential (MR). The importance of this is to determine the scope of review.

A Residential Plan includes a new residential structure built from the ground up, a one-story residential addition larger than 1000 sq. ft., or any two-story residential addition. The plan review process time is 8 calendar days. Miscellaneous Residential includes a Manufactured Home or Mobile Home installation placed on a single family lot, residential swimming pools, which are to be reviewed within 8 calendar days and residential interior demolitions, which are to be reviewed within 1 calendar day.

Steps to Obtain a Residential Building Permit

1. Ensure that proper zoning and platting are accomplished or in process before submittal of plans.
2. If land is located within or under the jurisdiction of a floodplain, Historic District, San Antonio Development Agency or other zoning overlay district or special zoning district, submit with application evidence of approval.
3. Identify Model Code requirements.
4. Affix architect's and/or engineer's seal when required for plans
5. Determine which procedures apply.
6. Follow the Commercial Building Plan Requirements for all
7. Submit two identical sets of construction documents containing the items on the checklist.
8. Select the appropriate plan review process or plan review service for your plans.
9. Check the status of your plan review for plan examiner actions, revise plans if necessary.
10. Begin construction and schedule inspections.

No Plans Residential Construction Permit

These are Permits That Do Not Require Plan Review

1. Need to identify location of work to be performed with address or legal description.
2. Residential
 - A. Repairs/Maintenance – require a narrative description of the work to be performed or a specific sheet, or drawing explaining the materials to be used is sufficient
 - B. Fire Damage Repairs - A fire damaged structure assessment will be required when a building has been damaged by fire. An on-site inspection is required for all fire damage repairs.
 - C. Residential swimming pools, exterior sidewalks, fences, driveways, or sidewalks located inside the property. A site plan showing the location and extent of work is required.
 - D. One-story additions less than 1000 sq. ft.
 - E. A licensed electrical contractor must perform electrical work. Work includes replacement and repairs of outlets, additional outlets, addition of ceiling fans, etc.
3. Exemptions to no plan permits

If located in a Historic District, Military Airport Overlay District, Edwards Aquifer Recharge Zone, flood prone area and San Antonio Development Agency area.

- A. Mechanical – Any work to a mechanical system must be performed by the licensed mechanical contractor. However, a homeowner's permit can be obtained for duct work and furnace work provided such work is done in his/her homestead.
- B. Plumbing- A homeowner may perform limited plumbing work as described under the state licensing law. A homeowner permit must indemnify that the homeowner will perform the work. A licensed contractor will perform all other plumbing.
- C. Home improvements- may involve additions or remodeling and must be performed by the owner or a licensed home improvement contractor. The addition must be less than 1000 square feet. Although no construction plan is required, a site plan is required to show the extent and location of the work is required. All permit applications can be obtained at the One Stop.

Residential Building Permit Application and Plan Submittal

Residential Construction Plan Submittal Check List

The submittal package for a new residential building permit shall contain the following:

- ☐ Legal Description
- ☐ A copy of the recorded plat attached to the construction plans
- ☐ Tree Preservation Plan, Tree Affidavit/ Permit
- ☐ Application for Building Permit
- ☐ Two identical sets of construction documents containing at a minimum:
 - ☐ Site plan coincides with the platted lot (easements, boundaries, etc)
 - ☐ Foundation Plan
 - ☐ Floor Plan(s)
 - ☐ Wall Sections
 - ☐ Exterior Elevations
- ☐ Floodplain determination

All drawings shall be sealed in accordance with the Architect and/or Engineer's Practice Act.

Building permits are required for all construction within the City of San Antonio except as noted in this Development Process Manual.

Residential Permits

The purpose of regulating residential building construction is to promote the public good by ensuring that new construction within the City Limits of San Antonio meets minimum acceptable standards. These codes deal with life, safety, health, welfare, sanitation, drainage, environment and fire prevention.

Applicable Construction Codes

The City of San Antonio has adopted the Uniform Building Code, Fire Code, Mechanical Code, Plumbing Code, and the National Electric Code. The current Codes are 1997 editions with the exception of the 1999 National Electric Code and the 2000 Plumbing Code. All codes have local amendments available in the San Antonio City Clerk's Office. The City Council of San Antonio may

amend all codes it deems appropriate. These “model” codes are developed by national organizations and updated on a regular basis, typically every three years. The State of Texas has also adopted the International Energy Conservation Code. All cities must begin enforcement of this code by September 1, 2002.

Building Construction provisions are the laws, which provide for building safety and quality of life. The Laws are based on sound engineering and construction principles. Construction provisions are not intended to restrict the use of new materials or construction systems, although they are generally proscriptive in nature. They are flexible in their applications and may incorporate performance-based criteria.

Two complete sets of proposed construction plans drawn to an appropriate scale should be submitted for a building permit. An application containing several informational items must be completed to assist the plan reviewer in determining the occupancy group and life safety requirements in order to ensure that minimum construction standards are being met. Plans shall be complete and legible, allowing the plan checker to review these drawings and specifications with as few questions as possible. Plans shall include all pertinent aspects of construction. If the building is required by code to be fire resistive, all aspects of such fire recognized designed shall be detailed or noted with appropriate Underwriters Laboratory or recognized designed reference number. Interior completion for remodeling requires an engineer’s seal when construction area exceeds 5000 square feet as required by State Engineering Practice Act.

The submittal of plans without all the necessary requirements occurs frequently. The majority of the time, the applicant requests that we begin the review process while other drawings are being completed. The time for plan review starts, though the review cannot be completed until the other drawings are submitted. This creates a delay, not only for the project submitted, but also for those who submit complete plans, therefore incomplete submittals will not be accepted.

Submittal Requirements

1. Index sheet indicating all submittal plans and documents
2. If an architect develops plans, they must be affixed with his seal in accordance with the Architectural Practice Act. All plans with architect’s title shall have the seal, including those prepared by engineers.
3. All residential buildings that are metal-framed and CMU (concrete masonry units) require structural engineering.
4. Applicant should ensure that proper zoning and platting are accomplished or in process before submittal of plans. If in process, it should be so stated. Include preliminary plat number or subdivision name.
5. Plans submitted as “not for construction,” “preliminary,” “for bid only,” etc., are not accepted.
6. If land is located within or under the jurisdiction of a floodplain, Historic District, successor to the San Antonio Development Agency, etc., submit with application evidence of approval.

Plan Requirements

SITE PLAN

1. Shall show the entire lot, not just as part of a lot or lease lines.
2. All easements, right-of-ways, and existing structures shall be shown.
3. Show existing and proposed sidewalks, approaches and curbs.
4. Show existing and proposed off-street parking. (driveway)
5. Show location of the building within the site.

6. Grade differentials should be shown on plans to determine if landings and steps are required, otherwise inspection denials will result and contractor's field alterations required.

FOUNDATION PLAN

1. Show layout of exterior/interior beams.
2. Show exterior/interior beam details.
3. Show foundation panel details, size & spacing
4. Foundation should be done in accordance with City of San Antonio specifications or be engineered per regulation of Texas Engineering Practice Act.

FLOOR PLAN

1. Plans for an addition to an existing building or lease space shall show the entire floor plan and use, as well as the addition, noting all rooms and their use, e.g. bedroom, kitchen, den, etc.
2. All drawings shall be drawn to an appropriate scale and be legible.
3. Plans should note the existing walls and construction to be demolished.
4. The square footage of addition, remodel and new construction shall be listed on the plans to determine code compliance.

TYPICAL WALL SECTION

1. Sufficient wall sections and other relevant details shall be presented clearly indicating the method of construction.
2. When appropriate, the building code requires that fire resistive design be clearly and completely presented.

Permits for mechanical, electrical and plumbing will be issued only to licensed contractors.

MECHANICAL REQUIREMENTS

Mechanical Plans shall show location of the work proposed and show in detail that it will conform to the provisions of the Uniform Mechanical Code and Amendments.

ELECTRICAL REQUIREMENTS

Electrical plans shall show all required GFI's, lights, vents per NEC 1999 and amendments.

PLUMBING REQUIREMENTS

Plumbing plans shall show all plumbing and appliance fixtures per UPC 2000 and amendments.

Manufactured Home/Mobile Home Placement Permit

A Placement Permit is required for a manufactured home or mobile home being placed on a platted lot within the City of San Antonio limits. The lot must be zoned MH, Manufactured Home District. The standard building permit application is to be completed. Information must include the following:

- Legal description of the lot.
- A legible site plan of the lot drawn to scale must be submitted indicating the location of the unit on the lot.

- Septic tank approval form from Bexar County Public Works Department. (stamped application)
- Tree Affidavit/Permit form
- Blue label decal number from the unit.
- Foundation plan and anchors per engineer or as per Certified Texas Installer.
- Submit form/letters (Manufactured Home Installation Report-Form T) of installation for foundation and anchors after permit is obtained by qualified installers prior to final inspection for electrical hook-up.

Plan Review

Express Plan Review Service. If the customer requests an expedited review, a request for express plan review must be submitted. The appropriate fee will be identified and paid upon submittal.

Plans Under Review

INQUIRE INTO STATUS

For information on the status of your plan review, you may call 207-8248 or access our website at www.sanantonio.gov/bldginsp. Whether calling or using website access, you must know your plan number.

REQUESTING AN APPOINTMENT WITH THE PLAN EXAMINER

Plan Examiners are available by appointment ONLY. The dates reserved for these appointments are Monday afternoon and Friday morning. For an appointment, call 207-8248. Appointments are scheduled on first come, first serve basis. The Development Service Manager and his staff are available for meetings upon availability Monday thru Friday. For an appointment, call 207-8248.

PLAN EXAMINER ACTIONS

Following are possible actions taken by a plan examiner:

- Approve – Upon approval of plans by all examiners, city will contact the customer and provide any additional plan review and permit fee amounts.
- Hold – When any of the plan examiners finds a discrepancy with plans.

SUBMITTAL OF REVISED PLANS

Upon notification by Plan Examiner of a hold comment, you may submit corrected information directly to the plan examiner via telephone, fax, E-mail, or mail.

APPROVED PLANS

Once a plan is approved the applicant will be notified. The applicant must go by the 9th floor to get a set of the approved plan and their permit.

Inspections

Building Inspections

You may call for inspections at 207-8250. Building Code Field Inspectors will conduct an on-site visit to determine whether or not your construction project is in compliance with the uniform building code. If the field inspector cannot inspect or approve, he will leave a red tag disapproval slip to identify the deficiencies. Once you have made the necessary corrections, you may call the phone number above for re-inspections. The Chief Building Inspector is located on the 11th floor 114 W. Commerce and may be reached at 207-8314.

FOUNDATION INSPECTION

Is to be made after excavations for footing are complete and forms and reinforcing steel is in place. A letter from the structural engineer of record may be submitted in lieu of inspection.

FRAME

Is to be made after the roof, all framing, fire blocking, and bracing are in place and all pipes, chimneys and vents are complete and the rough electrical, plumbing and heating and air conditioning are in place and approved.

INSULATION

Is to be made after plumbing, electrical rough-in and the framing inspections has been approved and an approved insulating material has been installed. A certification from the installer is acceptable in lieu of an inspection.

FINAL INSPECTION

Is to be made after finish grading and the building is completed and ready for occupancy.

OTHER INSPECTIONS

In addition to the called inspections specified above, the building official may make or require other inspections of any construction work to ascertain compliance with the provisions of this code and other laws, which are enforced by the enforcement agency.

Electrical Inspections

- Site work inspections are performed before any ditches are covered containing electrical conduits or junction boxes. These conduits would typically be feeding the building (service conductors or feeders), parking lot lighting, or miscellaneous outside branch circuits.
- Slab inspections are performed prior to placement of concrete to inspect any conduits or boxes placed in the slab.
- Wall rough-in inspections are performed to inspect conduits, boxes, electric panels, etc. prior to any wall covering such as sheet rock, plaster, acoustic, etc.
- Ceiling inspections are performed to inspect conduits, boxes, electric panels, etc. prior to any ceiling covering such as sheet rock, plaster, acoustic, etc.

- Final inspections are performed to inspect the final installations of receptacles, lighting, emergency systems, electric panels etc.

Mechanical Inspections

- Rough-In inspections are performed to inspect mechanical equipment, duct system, venting system, and combustion air opening, drain lines, and refrigerant lines, etc., prior to any ceiling coverings such as sheet rock or acoustic.
- Final Inspections are performed to inspect the final installation of mechanical equipment, check electrical disconnects, light, proper conduit, control wiring, gas connections and proper access requirements.

Plumbing Inspections

- Site work inspections are performed before any ditches containing plumbing, gas or sewer, water line are covered.
- Slab inspections are performed prior to placement of concrete to inspect any plumbing lines placed in the slab.
- Top out inspections are performed to inspect drains, vents gas lines and water lines, etc. prior to any wall covering such as sheet rock, plaster, paneling, etc.
- Final inspections are performed to inspect the final installation of gas lines, fixtures and equipment for proper connections and use.

